



LAND ACKNOWLEDGMENT

“We collectively acknowledge that the University of Wyoming occupies the ancestral and traditional lands of the Cheyenne, Arapaho, Crow, and Shoshone Indigenous peoples along with other Native tribes who call the Great Basin and Rocky Mountain region home. We recognize, support, and advocate alongside Indigenous individuals and communities who live here now, and with those

forcibly removed from their Homelands.”

– Associated Students of UW Senate Bill #2699

MISSION STATEMENT

We honor our heritage as the state’s flagship and land-grant university by providing a accessible and affordable higher education of the highest quality; rigorous scholarship; the communication and application of knowledge; economic and community development; and responsible stewardship of our cultural, historical and natural resources. In the exercise of our primary mission to promote learning, we seek to provide academic and co-curricular opportunities that will:

- Graduate students who have experienced the frontiers of scholarship and creative activity and who are prepared for the complexities of an interdependent world;
- Cultivate a community of learning energized by collaborative work among students, faculty, staff and external partners;
- Nurture an environment that values and manifests diversity, internationalization, free expression, academic freedom, personal integrity and mutual respect; and
- Promote opportunities for personal health and growth, physical health, athletic competition and leadership development for all members of the university community.

As Wyoming’s only public university, we are committed to scholarship, outreach and service that extend our human talent and technological capacity to serve the people in our communities, our state, the nation and the world.

STARTING *the* SPRING

The months and days before you leave for college can be some of the most exhilarating and thrilling moments of your life.

Whether the spring semester is your first semester or you began in fall, this guidebook will help you navigate resources and tools for academic success. This semester guide will give you insider's advice to campus culture from students and faculty. Think of this like a travel guide; use it to learn the resources, lingo, and expectations to allow you to do the best you can in your academics while managing to have enough time to have fun and enjoy a rich life outside of the classroom.

“

One of the hardest things about starting college was embracing the new and unknown. For a while, I kept to myself and talked to friends from home almost every night. Once I embraced new friendships as well as clubs and student organizations on campus, I realized I had a new home and a great community.”

Matt Kratochvil
UW Student



Useful Apps FOR STUDENTS

So you have your dorm room all set up, you have your backpack, you even got your textbooks. Think you're ready to start the semester? Unless you have these Android or Apple apps on your cell phone, you may not be completely prepared. Pro-Tip: Put all of these apps into the same folder for easy access.

Penji: Free Tutoring at UW

Successful students use tutoring. Penji is how students make [free] tutoring appointments with UW tutors in dozens of classes in multiple centers across campus. After downloading the app, sign in with your UWYO credentials. After you create a profile, you can see the various centers and free tutoring at UW. Contact stepatuw@uwyo.edu with issues.

Canvas: Access WyoCourses

Nearly all of your classes will be on Canvas. Students can: view grades and course content, submit assignments, keep track of course work with to do list and calendar, send and receive messages, post to discussions, watch videos, take quizzes, receive push notifications for new grades and course updates, and much more. Contact wycourses@uwyo.edu with issues

1. Select "Find my School"
2. Enter University of Wyoming
3. Sign in with UWYO credentials

Navigate: Advising and Beyond

Navigate Student lets you know how and when to get important things done. Meet with your advisor, resolve a problem, view class schedule, create reminders for yourself, find things on campus, and more. To get started, select UW from the dropdown menu and log in with your UWYO Credentials.

Suitable (SOAR)

Gamify your co-curricular experiences and work toward badges with UW's experiential transcript platform.



UW Cloud Library

Access the University of Wyoming's digital collection.

Handshake

Find and apply for on-campus and off-campus jobs and internships, connect with employers, and find career fairs.

SafeRide

This is an on-call public transportation service that operates late nights and weekends for safe rides anywhere in the Laramie city limits.

Other Important Apps

Corq: Connect with
UW events

Grammarly:
proofreader

Scannable: scan docs
to share or save

Transact Mobile:
UWYO Eats

Transloc: Track public transit on campus

UW Campus Rec: Fitness class schedules

Zoom: Be sure you use UW's Free Pro Zoom
account by selecting SSO then "uwyo"



Discovering UW'S POLICIES

From Cornerstones for College Success by Kendall Hunt, Sherfield/Moody

Using UW's search engine or chatbot Cowboy Joe, try to answer these policy questions.

Policy Question	Response
What is the last day to drop a class?	
What is the last day to withdraw from a class?	
Where can you find the grade appeal process? (website)	
Where can you find UW's refund policy? (website address)	
How many credit hours are required to earn a degree?	
Where can you find guidelines for keeping your financial aid at UW? (website address)	
Where can you find the UW statement on freedom of expression? (website address)	
What is your advisor's email address and office location?	



Navigating the ROOMMATE RELATIONSHIP

Experiences with roommates range from the start of a “best friends forever” relationship to friction that leads to finding new roommates before the first semester ends. The most common experience is more often in the middle. Our goal is to help you make the right steps to building a positive relationship, the type of bond that allows you to live peaceably for a year -- and hopefully you can build a lasting friendship that is a healthy, memorable part of your college experience.

HOW TO GET ALONG WITH YOUR COLLEGE ROOMMATE

From Campus Explorer's article, "How to Get Along with Your College Roommate"

Every once in a while, you hear a story about two randomly matched roommates who become best friends. Beating all the odds, they find miles of common ground, discover that they're actually a lot alike, and become extremely close throughout college. It's a nice story, but it sounds like something you'd see on an after-school special.

Realistically, you're likely to encounter some tension and even conflict with your roommate. Many roommates do become friends, but what if you can't get along with yours? Don't despair -- you can still overcome your differences and have a healthy relationship with your roommate.

First Impressions Matter

Like it or not, people are prone to making snap judgments. Whatever impression you give of yourself when you meet your new roommate is likely to stick with them, whether it's accurate or not.

Even if you're still a little grumpy from moving in, try to be as amiable and positive as you can through the first few days. Make eye contact, be polite and show an interest in getting to know your new roommate. If they like you right off the bat, they'll be more likely to respect your needs and boundaries later on.

Roommate Rules and Boundaries

As you and your roommate get to know each other, make sure you set some boundaries. Ask them about their needs and experiences in creating a workable living environment, then share your needs. Calmly and politely explain your ideal living arrangements while also listening to your roommate's needs.

It's crucial to get this out of the way early. The longer you wait, the more you risk a possible conflict due to clashing lifestyles. Remember, compromise is essential here. You probably won't get everything you want, and neither will your roommate, but the important thing is to create a comfortable, healthy living environment for both of you.





OPEN COMMUNICATION: *The Key to Successful Roommate Relationships*

Talk to your roommate. We can't stress this enough. Don't avoid conversations because you're afraid that they might be awkward. This doesn't mean you have to be best buds who share everything, but if your roommate does something inappropriate, you should let him know. If you let problems pile up without addressing them (like dirty laundry), the relationship will start to sour (like forgotten milk). Address issues as they come up, and you'll be able to defuse them more easily.

Even in the worst roommate situations, there's always a way to resolve the conflict. Sometimes this could mean peer mediation to work through the problems. Or it may mean switching roommates.

Whatever the end result, it's important to remember that there's always help. If you've tried everything and can't get through to your roommate, try talking to your resident adviser (RA). Your RA will listen to both sides of the conflict and help you and your roommate find a reasonable solution. If you find your roommate conflicts still aren't resolved, speak to the residence coordinator for your building.

In your first weekss at UW, you and your roommate will be tasked with completing a roommate agreement. Fill it out intentionally and remember what you agreed on.

For information about Residence Life, dining, and other first-semester issues, check out the website and social media handles:



Housing
website



UWyo Reslife
& Dining



UWyo RLDS



wyorlds

RESIDENCE HALL *Etiquette*

From Campus Explorer's article, "How to Get Along with Your College Roommate"

In addition to roommates, you have more than a dozen neighbors living in close quarters. It's common to hang out with everyone in the fishbowl, the common lounge area on each floor of the halls. Floormates are a great source of new friendships.

Here are some tips for having a peaceful residence hall floor experience.



RESPECT QUIET HOUR RULES.

Hall Quiet Hours are from 10pm to 8am Sunday through Thursday, and 12am to 8am on Friday and Saturday nights.

YOU ARE SHARING BATHROOM SPACE.

Clean up after yourself (don't leave hair in the drain) and don't leave anything in the bathroom.

Ask yourself – am I being a good neighbor? Would I want to live with me?

“

If you see people playing cards or a board game in the fish bowl, it isn't weird to ask if you can join in. Don't be shy.”

– Paul Steinke, UW Student

DEVELOP GOOD LAUNDRY HABITS.

- Set a specific day/time every week when you will do your laundry (and yes, you should do your laundry every week).
- Know the “rush hours”
- Budget your time (you don't want to start a load of laundry then have to rush to class)
- Set a timer on your phone so you don't forget to return to your laundry
- Doing laundry is no one's favorite chore. Be courteous to others (e.g. don't dump someone's wet laundry on the floor!)
- If you have issues with your laundry card swipe (WyoOne card) or a laundry machine not working, tell your residence hall desk
- Washing machines should only be filled $\frac{3}{4}$ of the way full. If you stuff a washing machine all the way full it will probably lock up, then you have to wait until it manually unlocks (about 10 minutes) and you will still have to rewash your clothes (if the machine locks it won't clean anything)
- Laundry Pods do not fully dissolve in the washing machines. Use liquid high efficiency detergent in the washing machines otherwise your clothes will not get cleaned very well.

Consult the Housing, Dining, & Residence Life website (unwo.edu/living) for most up-to-date guidelines and requirements with regards to living in the residence halls.

EMERSE YOURSELF! *Gem City Culture*

Integrating into the vibrant Laramie community can significantly enrich your college experience. Here are some ideas to immerse yourself in Laramie's offerings, all while embracing the diverse cultures of college life.



ATTEND THE FARMER'S MARKET

Held in downtown Laramie on Fridays through mid-September, the Farmer's Market is more than just a place to buy fresh produce. It's a cultural hub where you can interact with local farmers, artisans, and community members.

SWING DANCING

A big part of the UW cultural scene includes swing dancing. There's even a club you can join. Each Thursday the Cowboy Saloon downtown opens its doors to ages 18+ for swing dancing.

EXPLORE DOWNTOWN LARAMIE MURALS

The murals scattered throughout downtown Laramie offer a colorful and insightful glimpse into the town's history and artistic spirit. Taking a self-guided mural tour is not only an enjoyable way to spend an afternoon but also an educational experience. These murals often depict significant historical events, cultural narratives, and community values. Develop a deeper appreciation for the town's heritage—an appreciation that aligns with the liberal arts in academia.

VISIT LARAMIE'S PARKS AND MUSEUMS

Laramie's parks, such as Washington Park and LaPrele Park, provide perfect settings for relaxation and recreation. Parks often host community events and festivals, offering opportunities to meet new people and engage in local traditions. While UW has many museums, such as the Art Museum and the Anthropology Museum, the community of Laramie also has great offerings, such as the Wyoming Territorial Museum, Women's History Museum, and Laramie Plains Museum.

VOLUNTEER IN THE COMMUNITY

Community service is a powerful way to connect with Laramie on a deeper level. Numerous local organizations welcome student volunteers for various causes, such as environmental conservation, education, and social services. Volunteering not only allows you to give back to the community but also helps you develop valuable skills and a sense of responsibility. It embodies the spirit of service learning, a key component of many university cultures that emphasizes the importance of civic engagement and social responsibility. Search UW's website for "Volunteer Hub" to find local calls for volunteers.

Not only is it enjoyable, but participating in local community events can enhance your sense of belonging and alleviate homesickness. For more ideas on exploring the Gem City, visit www.visitlaramie.org.

Reflect on Engagement

How does engaging in the Gem City complement your academic pursuits, foster social connections, and emphasize the importance of civic engagement?

Upload YOUR PROFILE PICTURE

WyoWeb



FOLLOW THESE STEPS TO UPLOAD YOUR PROFILE PICTURE

By uploading your picture to the WyoCourse account in Canvas, you can help your instructors learn your name better. Follow these steps prior to your first day in classes.

1. Log into your WyoCourse account.
2. Select Account from the top left corner.
3. Select Profile.
4. Hover over the area where you can enter a picture and click on the pencil.
5. You can **Upload a Picture** or **Take a Picture**. (Selecting **From Gravatar** is not recommended since it will not help your instructor get to know your face.)
6. Once you have your picture chosen, you can crop it and save it.



Understanding COURSE FORMATS

Your instructor may choose a variety of design options for your coursework. Here are some formats and important terms that may come up.

ASYNCHRONOUS (*online*)

All of your lectures, assignments, activities, discussions, quizzes and exams are placed in modules. Modules are like storage bins in the Canvas learning system we call WyoCourses. Asynchronous courses do not have a set meeting time, but do have set deadlines.

Example: You access all elements of the course at your own convenience according to deadlines set by your professor.

SYNCHRONOUS (*hybrid*)

There are no in-person elements, but you need to meet online at the designated course time every week. These synchronous activities may include lectures, study sessions, active learning, or discussion. Quizzes and exams are on WyoCourses.

Example: You access lectures and other resources online at your own convenience, but you set aside time each week to attend classes where you interact with other students and your professor.

ASYNCHRONOUS WITH FACE-TO-FACE ACTIVITIES (*flipped*)

View the recorded lectures online during a time that works for you, but then you will attend face-to-face (in-person or online) classroom sessions where you will interact with what you learned through activities and discussions.

Example: You watch short recorded lectures each week on your own prior to coming to class. Depending on your professor, class may be in-person or offered synchronously online. During those sessions, you interact with the material that you learned on your own time.

YOU CHOOSE: FACE-TO-FACE, ZOOM OR ASYNCHRONOUS (*HyFlex*)

Some professors leave the course design up to you. Class takes place in a traditional classroom with an optional Zoom link. Sessions are recorded and uploaded as videos. You may be asked to voice your preferred course method early in the semester.

Example: Some classmates go in person to each lecture, others view the lecture at home as the professor delivers it, and others watch the lecture videos at a time that is convenient for them.

Online Course SUCCESS TIPS

Adapted from University of Michigan Center for Academic Innovation

1. Stay Organized

Create a chart to keep track of things for each class, or use the chart on the next page.

- What are the in-person parts of this course? (lecture, lab, etc)
- Where can you find it or how do you access it? (live-stream, lecture capture, etc)
- Is it at a specific time (synchronous) or can you watch it anytime (asynchronous)?
- What are the important due dates?
- How will you submit assignments?
- Is your course offering virtual office hours? When and on what platform?
- Is there an online forum for asking questions?

	Class 1	Class 2	Class 3
Important Dates			
Important Links			
Office Hours			

2. Avoid Multitasking

Many people think they can do multiple things at once, but research shows us that only about 2% of the population can multitask. Even if you feel like you're multitasking, you're probably not... really, you're switching between tasks very quickly (some call this "micro-tasking").

What to do instead:

- Consider the Magic of Monotasking (focus on one task until it is complete).
- Try the "pomodoro method" to help you focus for 25- or 50-minute periods, and then reward yourself with a 5- and 10-minute break.

3. Make the most of video lectures

- Stick to the instructor's schedule as much as you can.
- Find out how to ask questions. Is there a chat feature? Threaded discussion?
- Close distracting tabs and apps. (See #2 above.)
- Take notes as if you were there in person.

Watch recordings at normal speed. Playback speed of 1.5x can lower retention and result in lower scores on assessments. It is also worse for complex, multi-step material.

4. Be considerate on Zoom

- Use your UW Pro Zoom account – all UW students have access to a free pro Zoom account. Access the account through WyoWeb and click on the camera icon.
- Project the right image. Dress as you would for an in-person meeting. Adjust lighting so you are easily seen. Move distracting background items. Avoid yawning or exaggerated motions.
- Practice speaking to the camera and not the screen.
- Utilize the mute button. Unless you are actively speaking, you should keep your mute button on. However, you should still actively participate in class discussions. Think of questions you want to ask and jot them down, or join in when a question has been thrown out.

Avoid eating & drinking on Zoom. This is distracting for everyone on video calls.

CREATING *a* BUDGET as you START COLLEGE

From "College Budget Template: Keep Track of Your School Expenses." (mint.com)

College textbooks, a night out with buddies, furnishing your room - the expenses during your college years can quickly and easily burn a hole through your bank account in no time if you don't have a detailed college budget set up. No one enjoys counting pennies and controlling spending, but budgeting is a necessary part of financial health. Your college years in particular are the perfect time to learn how to budget properly before real adult life kicks in.



Don't think you need to maintain a budget? Here are some reasons why it's important to have one set up now, using a college budget template, as you start your first year of college.

Build Good Habits for Adulthood

Financial freedom means gaining power and responsibility to make your own choices. Many times financial freedom can get the best of college students, who end up finding themselves tempted by the myriad of items that are available

to buy. A carefree sense of adulthood can cause you to overspend, and end up with mounting debt. Having a budget is a responsible step towards adulthood and maturity that helps you take control of your spending.

Your Funds Are Probably Limited in College

Most college students don't exactly have a ton of cash to work with, which makes the art of budgeting even more crucial. No matter where the funds are coming from - mom and dad, a part-time job, or even a scholarship or award - you'll most likely have to be savvy and learn how to stretch your dollar. Money has a tendency to be spent on 'wants' rather than 'needs' when no budget exists (more in the November chapter!). Having a budget allows you to see if whatever money is coming in is adequately covering your expenses, or if you have to look for more ways to supplement your income, or lower your spending if possible.

Managing Your Money

Having a budget on a detailed spreadsheet with the help of a college budget template allows you to better control your money. It will show you where your money needs to go, including your savings, expenses, and extra spending money. This tool will also provide you with a reference to identify what your financial position is at the end of each month. For instance, if you've allotted \$100 to be spent on entertainment, but notice that all the receipts you've kept that month total \$150, you know you need to cut back \$50 from your entertainment expenditures.

**Having a
budget in place
can help you
delegate every
dollar you make.**

What To Include in Your Budget

A budget can be as detailed as it needs to be for you.

When it comes to your expenditures, don't leave anything out. Be sure to include items such as textbooks, tuition, room and board, student loans, transportation, groceries, entertainment, and other items.

For your income, make sure to include anything on top of your part-time job that may bring money in, including awards, allowance from parents, and so forth. At the end of the month, compare the difference between the two, which will tell you whether your income covers your expenses, or whether you're ending up in the red.

COLLEGE STUDENT BUDGET TEMPLATE

Monthly income for the month of: _____

ITEM	AMOUNT
Estimated Monthly Income	
Financial Awards	
Allowance from Parents	
Other Income	
TOTAL	

Monthly expenses for the month of: _____

ITEM	AMOUNT
Rent	
Utilities	
Cell Phone	
Groceries/Car Expenses	
Student Loans	
Insurance	
Medical Expenses	
Credit Card	
Entertainment	
Laundry	
Miscellaneous	
TOTAL	

Semester costs for the month of: _____

ITEM	AMOUNT
Tuition	
Books	
Lab Fees	
Deposits	
Other	
TOTAL	

HOW AM I DOING?

ITEM	AMOUNT
Monthly Income	
Monthly Expenses	
Semester Expenses	
TOTAL	

Short-Term & LONG-TERM GOALS

Freshmen enter college with a range of real world experiences, from working full-time to only having the culinary skills to make instant Ramen. Being independent is more about a mindset than an actual skill set. You can learn to do anything, from molecular biology to making marinara from scratch if you are willing to own that you are responsible for learning to do it. This will apply to a range of tasks in the next four years, spanning from paying bills to academics.

Famous author, Annie Dillard, once said, “How we spend our days is how we spend our lives.” This is an important mantra as you move through college. Your college degree is not a golden ticket to a new life; rather, you spend four years working towards a degree, and those four years teach you how to live.

“

Growing up isn't a light-switch. It's a set of habits.

– Paul Steinke, *UW Student*



Pre-Semester REFLECTION

Answer the following questions considering how you want to make a new home and how that will make your time at the University of Wyoming. Not only will this help you settle into the semester, some research shows that students who write down goals are more likely to overcome obstacles and to achieve their dreams.

Jot down five goals for your freshman year:

Write down five “five-year” goals:

Write down five “ten-year” goals:

Finally, write a paragraph that considers how you want your life at the University of Wyoming to look, and what steps you can take this semester to work toward achieving your short term and long term goals.

“

Partying is a part of the college experience for many, but don't let it be your only college experience. It's fun. It's a great way to socialize, but remember why you are here and what will count four years down the road. You can go out, have a good time, and still get to bed early enough to stay on track. Set smart boundaries, watch out for yourself and your friends, make time for fun and your studies, and you will have a well-rounded and amazing college experience.”

Mary Grace Bedwell, *UW Student*

FEBRUARY

W elcome to the University of Wyoming! We're glad you're here. During the month of February you will meet a ton of new people, delve deeper in to your classes, and start to find where you fit in on campus. You may get a little lost along the way, but that's okay. There are lots of offices, services, resources, and people on campus who are willing to help you navigate the university.

“

In my transition to UW I was equally nervous and excited. I was nervous about picking up my life and moving across the country, and I was excited to be in a whole new environment and meet new people.”

Emilee Inez
UW Student



Cultures of COMMUNICATION *in college*

WHAT SHOULD I CALL MY INSTRUCTORS?

Prof? Doctor? Ms.? Mr.?

Your instructor may indicate on the first day of class how they prefer to be called. If the instructor suggests you can use their first name, you should feel comfortable to do so. If an instructor does not indicate what form of address to use, a safe bet is to say “Professor” in front of the instructor’s last name (for example, “Professor Chavez”). Or you can ask your instructor what they prefer.

OTHER RECOMMENDATIONS

Many students assume that an instructor is too busy or has too many students (in large classes) to care about getting to know them. The opposite is true! Stay after class for a minute during the first week of class to talk to each of your teachers. Introduce yourself and let them know if you have any questions about the class. If you’re comfortable, ask them how they came to their discipline or their top advice for succeeding in the course.

Some discussions you may want to have with an instructor are complex, such as questioning a grade on an assignment or finding out how to improve a grade after a sequence of unexplained absences. These kinds of discussions are best conducted in an office visit, not right after class or in an email. Use email to request an office visit or stop by office hours.

UW is committed to protecting students’ right to freedom of expression as well as faculty’s academic freedom. Your own academic freedom relies on your ability to think independently and form your own opinions on controversial topics. Faculty welcome respectful, constructive dialogue as long as it does not disrupt the class goals or lesson outcomes. In the classroom, faculty must maintain control of discussions to ensure they remain respectful and on topic.



EMAIL *etiquette*

Adapted from the Bridge Peer Mentor Manual, University of Wyoming, and Tutor Iowa Academic Tips Worksheets, University of Iowa, tutor.uiowa.edu

As a UW student, you will often use email as your primary way of communicating with your instructors and other professionals on campus. Since instructors and other campus professionals receive lots of emails every day, you want to make sure that your emails are easy to read and contain all the important information the email recipient needs.

Differences in email writing styles often interfere with effective communication, sometimes with quite negative consequences. An email is not a text message. A good rule of thumb for students is to use a fairly formal email style that includes:

- Something in the “Subject” line,
- A form of address (Dear Professor Jones),
- Complete sentences, capital letters to start the sentences, and conventional punctuation
- Your full name and W# at the end of the email

The response you get from your instructor on your first email will indicate the kind of formality you should use from then on. Remember to always send email from your University of Wyoming email address.

The screenshot shows an email client window titled "MATH 1000 Question - Message (HTML)". The interface includes a menu bar (File, Message, Insert, Options, Format Text, Review, Adobe PDF) and a ribbon with various tools. The email fields are filled as follows:

- To:** Pistol Pete
- Subject:** MATH 1000 Question

Annotations with arrows point to specific parts of the email:

- An arrow points to the subject line "MATH 1000 Question" with the text: "Create a clear, concise subject".
- An arrow points to the salutation "Professor Pete," with the text: "A form of address".
- An arrow points to the body text "I'm a student in your MATH 1000 course and I have been reviewing for the upcoming exam. I have some questions about the sample problems in Chapter 3 and I am unable to attend your office hours. Is it possible to meet with you before class on Wednesday? I'm free between 9:00 and 11:00. Please let me know if these times will work." with the text: "Complete sentences, capital letters, and punctuation".
- An arrow points to the signature block "Cowboy Joe", "cjoe123@uwyo.edu", and "W01234567" with the text: "Full name and W#".

The email body text is as follows:

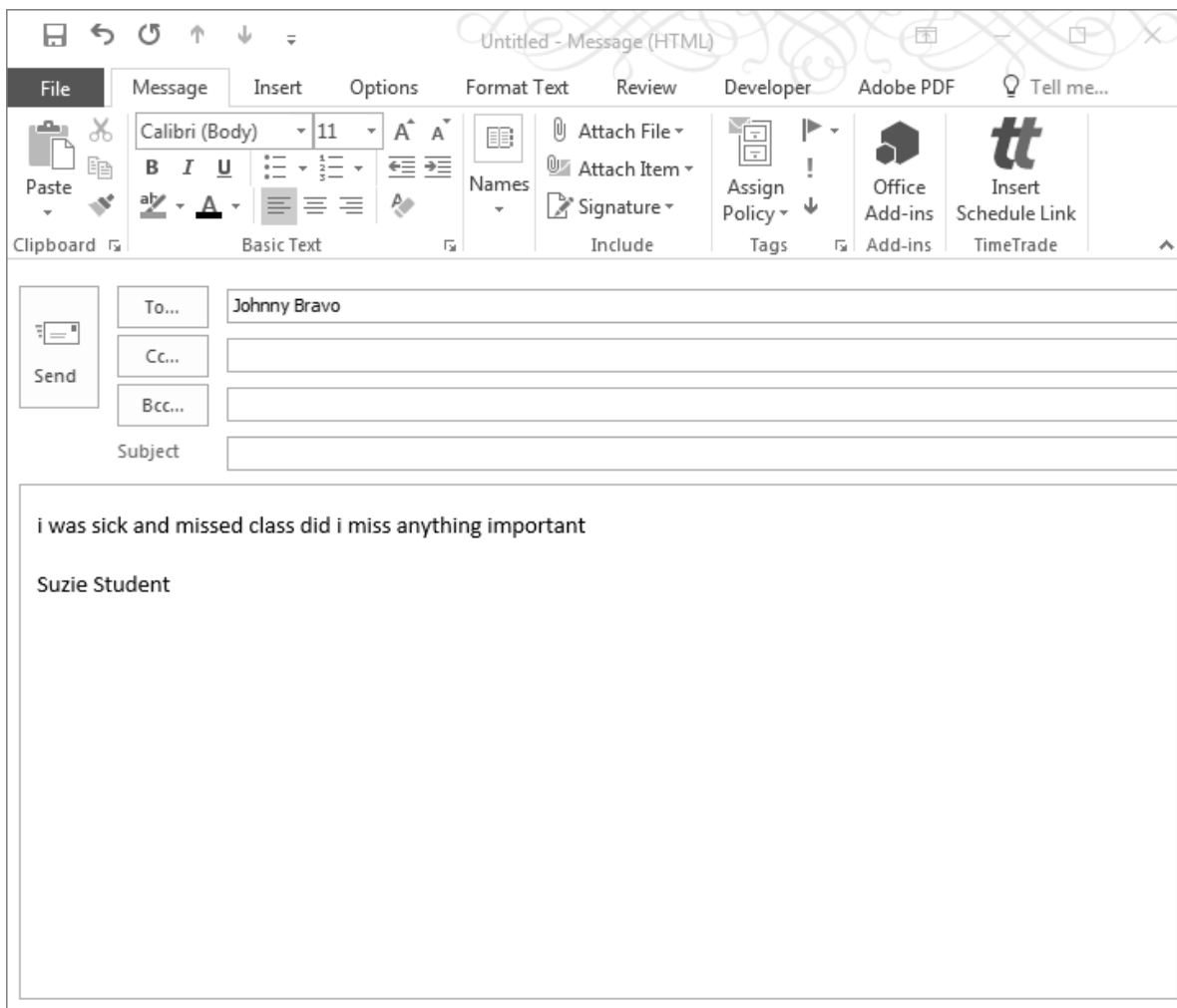
Professor Pete,

I'm a student in your MATH 1000 course and I have been reviewing for the upcoming exam. I have some questions about the sample problems in Chapter 3 and I am unable to attend your office hours. Is it possible to meet with you before class on Wednesday? I'm free between 9:00 and 11:00. Please let me know if these times will work.

Thank you,

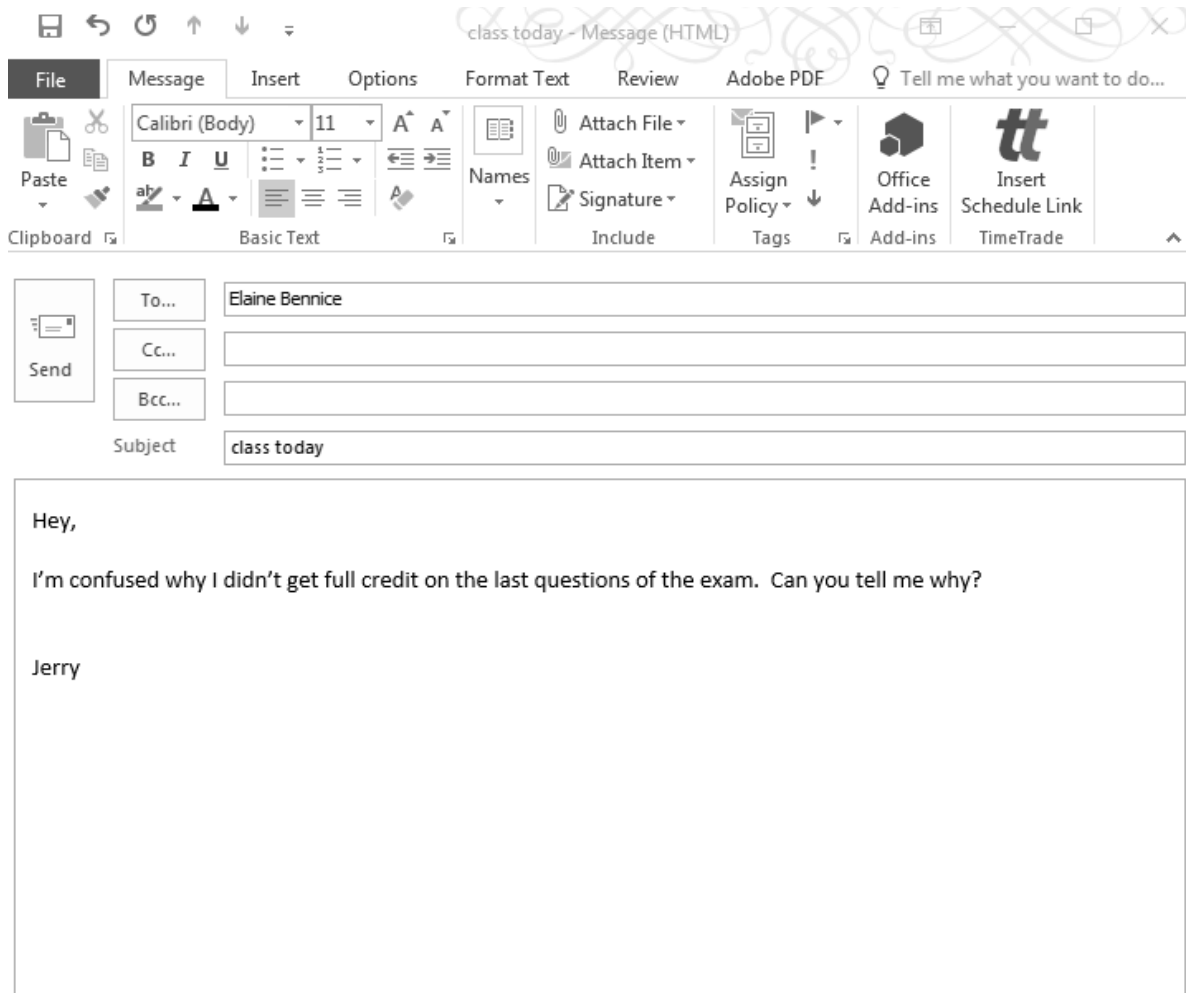
Cowboy Joe
cjoe123@uwyo.edu
W01234567

Using the recommendations you just read, edit these emails from students to their instructors:



What information did the student leave out of the email?

What is the tone of this email? Unprofessional? Casual? Professional?



What information did the student leave out of the email?

What is the tone of this email? Unprofessional? Casual? Professional?

ENGL 1010-45 question about Paper 1 due date - Message (H...)

File Message Insert Options Format Text Review Adobe PDF Tell me what you want to do...

Paste Calibri (Body) 11 A⁺ A⁻ Attach File Attach Item Signature Assign Policy Office Add-ins Insert Schedule Link

Clipboard Basic Text Names Include Tags Add-ins TimeTrade

Send To... Ross Geller

Cc...

Bcc...

Subject ENGL 1010-45 question about Paper 1 due date

Dr. Geller,

In class today you said that you were changing the due date for Paper 1. I think I wrote down the wrong date. Is Paper 1 due on Sept. 15 or Sept 18?

Thank you for your help.

Chandler Bing
W00123456
bing@uwyo.edu

What information did the student leave out of the email?

What is the tone of this email? Unprofessional? Casual? Professional?



“ Make lists, keep a planner, work with friends, and always reward yourself when you get stuff done. Always break down the work you have to do. You will be a lot more effective that way. Everyone has a time, whether it be 5am or 10pm. You have to find YOUR time and work hard within that.”

Haley Garner
UW Student

OWNING *Your* SCHEDULE

One of the biggest struggles new college students face is managing their time well. With less structured days, many students find it easy to forget important meetings or assignment due dates. Take ownership of your schedule early in the semester to keep from falling behind.

“ Time management was one of the hardest things for me to learn. In time, I found that it was best for me to keep a very detailed planner. I would give myself time slots for when I was doing homework, going to the gym, and studying.”

- Emilee Inez, *UW Student*

CREATING A WEEKLY SCHEDULE

- Every student at UW has access to Microsoft Outlook. The calendar feature can help to keep track of important meetings and due dates.
- Start by blocking out times when you have class, work, student organization meetings, appointments, or other commitments each week that do not move.
- Next, find all due dates for homework assignments, presentations, papers, or exams. Try putting your assignments in a different color or highlighting them so you don't forget!
- When planning out study time remember the general rule that for every credit hour you are in you class you should study 3 hours outside of class.
- Finally, don't forget about personal time! This includes time to sleep, eat, exercise, relax, and socialize with friends.
- When you first start planning out your daily schedule, plan about 12- 14 hours of your day in detail. This way you can try to account for all your responsibilities.
- Check out the sample schedule on the next page, and try planning your weekly schedule. If you work best at night, alter your schedule so have more time at night to focus on studying and homework.

Sample SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
6a					
7a	Workout	Workout	Workout	Workout	Workout
8a	Shower/Dress	Shower/Dress	Shower/Dress	Shower/Dress	Shower/Dress
9a	Breakfast ENGL 1010	Breakfast	Breakfast ENGL 1010	Breakfast	Breakfast ENGL 1010
10a	write outline	PSYC 1000	begin draft 1	PSYC 1000	finish draft 1
11a	UWYO 1000	go over notes	UWYO 1000	rewrite notes	UWYO 1000
12p	Lunch	Lunch	Lunch	Lunch	Lunch
1p					
2p	MATH 1400	LIFE 1010	MATH 1400	LIFE 1010	MATH 1400
3p	create flash cards	review flash cards	meet math study group	go over chapter notes	create practice quiz
4p		rewrite notes			
5p	Relax/Social Time		Relax/Social Time		Relax/Social Time
6p		Intramural Sports	Dinner	Relax/Social Time	
7p	Dinner	Dinner	Swing Club	Dinner	Dinner
8p			LIFE 1010 Lab		
9p					
9p					

“

I want to quote the advice I received during my freshman year: “When you are in a new town, school, or place in life, sometimes the best thing you can do is show up. Show up and be willing to try new things.” Show up for floor events, for class, for clubs, and for your friends. Remember that people here care about you, whether it’s the student next door in the dorms or your English 1010 professor. Make a great freshman year for yourself!

-Peyton Lunzer, *Fall Bridge Faculty*

	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 A.M.					
7:00 A.M.					
8:00 A.M.					
9:00 A.M.					
10:00 A.M.					
11:00 A.M.					
12:00 P.M.					
1:00 P.M.					
2:00 P.M.					
3:00 P.M.					
4:00 P.M.					
5:00 P.M.					
6:00 P.M.					
7:00 P.M.					
8:00 P.M.					
9:00 P.M.					
10:00 P.M.					

Culture Shock! DIFFICULT CLASSES

Be prepared for a different academic experience in college than you have had before. During your time at UW you will take a wide range of classes. You will find that you enjoy some of your classes more than others and there may be the occasional class that is particularly tough. It's important to keep in mind that there are resources on campus to help you navigate those difficult classes.

ATTENTION MANAGEMENT

No matter how disciplined you are, distractions will creep into your classroom and study time. Managing your attention can significantly enhance your learning experience and academic performance. Start by minimizing distractions: put your phone on airplane mode, close unrelated tabs on your laptop, and sit away from chatty classmates. Focus on taking notes and engaging with the material through questions and discussions. In an online class, break down the lecture into manageable segments, giving yourself brief mental breaks to maintain focus. Additionally, set specific goals for each class, such as understanding a particular concept or participating in a discussion. If your mind wanders, gently bring your attention back to the lesson. Lastly, ensure you get enough sleep and maintain a healthy diet, as both play crucial roles in your ability to concentrate.

“ You will have homework! Go talk to your instructors! Always. In my experience, building relationships with my instructors has helped me in other aspects like recommendation letters, award nominations, extra help, and even a better grade. They are more willing to help you out if they know you personally, and you are not just another name on their class list.”

- Haley Garner, *UW Student*



Using CAMPUS RESOURCES

- **Classmates:** Believe it or not, some of the best resources are those who are in your shoes. Organizing a study group is a great way to meet fellow students while obligating yourself to regimented study schedule, even if only for couple hours a week.
- **Peer Mentors:** Your Fall Bridge peer mentor is a great resource. They were most recently in your shoes, and they can provide academic support and guidance while sharing real-life examples. They are also approachable and can be a great bridge between you and your instructors.
- **Instructors:** Believe it or not, the best person to visit with if you're having trouble in a class is the instructor of that class. Every instructor must hold "office hours." These are specific hours each week that the instructor sets aside to be in their offices and available to students. Go visit your instructors during their office hours to ask questions, go over concepts you don't understand, and to get help on exam preparation. They will be happy to see you and get to know you a little better.
- **Academic Advisor:** Your academic advisor can help you find classes that are a good fit for your major and your interests. You may find that you don't need to suffer through your dreaded class if another fulfills the same requirements. Your advisor is also a good person to check in with over the course of the semester if you have questions about Early Alert or mid-semester grades. They can also walk you through the process and consequences of withdrawing from a class if you believe you are in danger of not passing.
- **Tutors:** If you need some help tackling a tough math question, or you have more questions about the concept discussed in your science class, meeting with a tutor is the way to go! There are several spots on campus where you can get tutoring and all of these are FREE to students.
 - ☐ STEP Tutor Center: Half hour one-on-one sessions do not require appointments. STEP provides tutoring services for over 50 classes at two locations: lower level of Coe Library and basement of Washakie
 - ☐ The Center for Assistance with Statistics and Math (CASM) focuses on group tutoring for a wide range of math courses. Located in Ross Hall Room 29.
 - ☐ The Writing Center offers assistance at any time during the writing process (brainstorming, development, rough draft, revisions, etc.). Students can schedule individual in person or online consultations. Located in the Coe Library Learning Commons (lower level).



HELPFUL SITES AND CONTACT INFORMATION

ACES Advising, Career, Exploratory Studies Center uwyo.edu/aces, aces@uwyo.edu

STEP Tutor Center & Supplemental Instruction uwyo.edu/step, 766-4354

Center for Assistance with Statistics and Math (CASM) . . . uwyo.edu/mathstats/casm, 766-6577

Writing Center uwyo.edu/writing-center, writing@uwyo.edu

Check out the helpful websites on the previous page, then use this worksheet to keep track of the tutoring resources. Schedules may change from semester to semester.

Class Title: <i>MATH 1000 - Problem Solving</i>	EXAMPLE
Tutoring available at: <input checked="" type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times: <i>Monday - Thursday 2:00-5:00 PM</i> <i>Sunday & Tuesday 5:00-7:00 PM</i>
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input checked="" type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times: <i>Monday - Thursday 10 AM-5 PM</i> <i>Friday 10:00 AM - 1:00 PM</i>

Class Title:	
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:

Class Title:	
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:

Class Title:	
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:

Class Title:	
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:

Class Title:	
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:
Tutoring available at: <input type="checkbox"/> STEP Tutor Center <input type="checkbox"/> Center for Assistance with Statistics and Math <input type="checkbox"/> Writing Center <input type="checkbox"/> Supplemental Instruction	Days/Times:

CITING SOURCES *and* AI policies

Adapted from UW College of Arts and Sciences Academic Dishonesty webpage: <http://www.uwyo.edu/as/student-appeals/academic-dishonesty.html>

It is important to give credit to the authors of the books, articles, and websites where you pull information. Your instructors may have different preferences for how you cite your sources and keeping all the citation styles straight can be confusing. Luckily, there are online tools that can help students use the different formatting and citation styles correctly.

HELPFUL LINKS

Purdue Online Writing Lab (OWL)owl.purdue.edu
 Citation Machinecitationmachine.net
 KnightCite.....calvin.edu/library/knightcite

UW students are held to a high standard of academic integrity. Many students are not aware of the range of activities that can bring suspicion of academic dishonesty. According to University Regulation 6-802, some common examples of academic dishonesty include, but are not limited to:

- **Plagiarism:** presenting the work of another, wholly or in part, as one's own work without customary and proper acknowledgment of sources and extent of use.
 - This includes the use of Artificial Intelligence (AI) applications. Such use is prohibited unless expressly permitted by the instructor. Submissions generated, in whole or in part, by AI without attribution is treated as plagiarism.
 - **It is important to follow each instructor's syllabus guidelines on AI policies. Each professor may have different rules.**
- **Cheating:** using information, study aids, notes, materials, devices, or collaboration not explicitly approved by the instructor. For example: doing a class assignment for someone else or allowing someone to copy one's assignment; copying from, or assisting, another student during an examination; or stealing, or otherwise improperly obtaining, copies of an examination before or after its administration.
- **Fraud:** altering or inventing data, research, or citations for an academic endeavor; fabricating, forging or misrepresenting to an instructor or an institution one's past or current academic or professional activities; impersonating someone or allowing oneself to be impersonated for an examination or other academic endeavor; using a ghost writer, commercial or otherwise, for any type of assignment.
- **Violation of Standards:** violations against ethical and professional standards required by individual University programs, academic courses, and clinical programs that may result in qualification for entry into a profession that maintains standards of conduct.
- **Multiple Submissions:** submitting, wholly or in part, the same academic endeavor to earn credit in two or more courses without explicit approval by all concerned instructors.
- **Interference or Obstruction:** interfering with academic efforts of other students to gain unfair advantage for personal academic advancement. Interference may include sabotage, harassment, tampering, bribery, or intimidation of another student.
- **Complicity:** assisting another person in any act of academic dishonesty.

failing the assignment
to failing the class to
expulsion from UW.
Do not hesitate to talk
to your instructor with
concerns.

College CARES

During your time at UW, and certainly during your freshman year, you will have a lot of questions and you may need some guidance. Don't be afraid to ask! Whether it's your instructors, your peer mentor, or your advisor, they are all willing to help you find the answers to your questions.

“ My high school teachers always said that in college professors wouldn't care about what you do because you are paying to go to school so you should be the one to care not them. Yet come to find out, the professors care very much about your progress in class and they are there to help and make sure you understand what is being taught so you are successful!”

-Kassondra Giacchino, *UW Student*

“ Faculty do care about you. A big difference in higher ed is that faculty generally don't 'chase' students. Students need to reach out to faculty first. Faculty don't see 'shame' in a struggling student. If you get a disappointing grade on a paper or exam, make an appointment to chat with the prof. Good learning always involves some struggle—even for professors!—so we don't look down on that process. We're here to coach you through it.”

-Nancy Small, *English*



The Wellness Center in Half Acre offers kitty or puppy time, massages, a Zen garden, and much more!

“ I'm a Peer Mentor for a first-year class, but I'm also just another student who is there to help freshmen and show them that college can be a great place. I became a Peer Mentor because I wanted to help students in the same way that I was helped as a freshman.”

- Mary Schwope, *UW Student*
